

**CLASS TITLE: INVESTIGATIVE ATTORNEY, WORKERS' COMPENSATION  
FRAUD PREVENTION UNIT**

**Class Code: 02990600**

**Pay Grade: 32A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise ongoing investigations of fraudulent workers' compensation transactions by providing legal guidance to Unit staff; to prepare and present cases for court presentation; to conduct administrative hearings as required; to prepare legal documents, department informational letters, news articles and pamphlets addressing legal investigative and preventive issues; to participate in Unit training sessions and in presentations for interested groups, addressing fraud statutes and legal investigative issues; to provide legal advice and services to departmental staff; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Chief Investigator and Department Director with wide latitude for the exercise of legal judgement and initiative; work is reviewed through reports, meetings, and conferences for conformance to guidelines, laws, and relevant court decisions.

**SUPERVISION EXERCISED:** Supervises ongoing investigations of the Unit's investigators, providing legal guidance regarding evidence required to prove a criminal case, the applicable laws, and legal procedures. Reviews final investigations to ensure all legal issues have been addressed.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as legal counsel for the Workers' Compensation Fraud Prevention Unit.

To serve as a legal counsel in the Department of Labor & Training.

To serve as an administrative hearing officer as required.

To conduct legal research in relationship to job duties performed.

To supervise ongoing investigations of the Unit's investigators and review final investigations.

To determine whether a final investigation should be referred to the Department of the Attorney General.

To interact and coordinate criminal case referrals with the Department of the Attorney General.

To draft legislation and regulations for proposed amendments by the department.

To prepare legal documents departmental informational letters, news, articles, and pamphlets.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the methods, practices, and procedures of governmental law; the ability to interpret the provisions of applicable law, and to prepare opinions relating thereto; the ability to function as an administrative hearing officer; the ability to prepare briefs, rulings, and miscellaneous legal documents; the ability to exercise independent judgement in making decisions involving legal matters; the ability to prepare detailed reports and recommendations; to perform the most complex and difficult duties in a program investigation involving compliance with the Workers; Compensation Act; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited Law School; or

Experience: Such as may have been gained through employment in a responsible capacity in a law enforcement agency, health insurance field, or within a legal services program involving the interpretation of law and the application of pertinent law, rules, regulations, policies, and decisions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment. Must at the time of application, and continually thereafter, be free from any and all felony convictions.

Class Created: December 19, 1999

Editorial Review: 3/15/03